

GALLATIN COUNTY

MEMORANDUM

TO: INTERESTED PARTIES

FROM: SEAN O'CALLAGHAN, GALLATIN COUNTY PLANNING DEPARTMENT

SUBJECT: UPDATE TO PLANNING DEPARTMENT FEE SCHEDULE

DATE: AUGUST 11, 2010

On August 31, 2010, the County Commission will consider updates to the Gallatin County Planning Department Fee Schedule (Exhibit A). The current fee schedule (Exhibit B) was established in August of 2008. If approved by the Commission, the new fee schedule would be effective September 1, 2010.

BACKGROUND

1. Historically the Planning Department tried to keep its fee schedule to a single page document; however, doing so limited the ability to adequately explain several fees and the notice requirements that correspond to certain types of applications. The proposed fee schedule is broken down into a Subdivision Application Fee Schedule, a Zoning Application Fee Schedule, and a Floodplain and Administrative Fee Schedule.
2. The proposed fee schedule establishes new fees for the following Planning Department services:
 - a. Waiver from Flood Study/Flood Hazard Evaluation
 - b. Review of Flood Study/Flood Hazard Evaluation
 - c. Natural Resource CUP
 - d. Copies
3. The proposed fee schedule adjusts the fees charged for Map and Text amendments (zoning maps, zoning regulations, and neighborhood plans). Zone Map amendments currently cost \$650 and an additional \$120 is charged if the application is approved to amend the map. Zone text amendments currently cost \$650, but no additional money is recuperated for the publishing expenses if the

text amendment is successful. Staff suggests setting the costs for both of these application types at a flat fee of \$700.

4. The proposed fee schedule clarifies and expands the *Land Use Permit –Minor* fee category to include temporary structures. The proposed fee schedule eliminates the Land Use Permit-Temporary Structure and the Request for Official Zoning Designation Determination fee categories.
5. Unlike previous adjustments to the fee schedule, the proposed amendments do not include across the board adjustments related to inflation, etc., nor do the adjustments attempt to increase the amount of staff review time that is recuperated by the application fee.

Attachments:

Exhibit A: Proposed Fee Schedule – changes highlighted

Exhibit B: Current Fee Schedule

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Gallatin County Planning Department

ZONING APPLICATION FEE SCHEDULE Effective September XX, 2010		Certified Mail²
Land Use Permit (LUP)	The greater of \$250 or 1/4 of one percent (0.0025) of the market value of construction, excluding land cost	
LUP – Minor (including but not limited to: fences, decks, patios, structures ≤120 SF, temporary structures, and agricultural structures conforming to Ag Structure Policy)	\$50	
LUP – After-the-Fact	2 x LUP fee	
LUP – revisit the site fee	\$100	
LUP – changes to approved LUP	\$50	
LUP – Site Plan Review (Minor or Major)	\$250	
Conditional Use Permit (CUP) – Standard	\$650	required
CUP – Minor (including but not limited to: guest house, caretaker's house, home occupation, community residential facility, accessory structure)	\$350	required
CUP – Oil and gas applications	\$15,000	required
Natural Resource CUP³	\$4,000	required
Variance – Single family residence	\$450	required
Variance – Other than single family residence	\$650	required
Planned Unit Development (PUD) – Main Review (incl. but not limited to Big Sky Master PUD and Donut Preliminary)	The greater of \$1,200 or \$600 plus \$12 per unit ¹	required
PUD – Pre- and Post-Reviews (including but not limited to Concept, Pre-Application and Final)	\$350	required
Map Amendment⁴ – Zoning Map, Neighborhood Plan	\$700	required
Text Amendment⁴ – Zoning Regulation, Neighborhood Plan	\$700	required
Growth Policy Map Amendment⁴	\$2,500 (for one change) \$5,000 (for two or more changes)	required
Growth Policy Text Amendment⁴	\$5,000	required
Cluster Review (Gallatin Canyon/Big Sky Zoning District)	\$300	
Sign Permit	\$60	
Master Signage Plan	\$250	
Zoning Improvements Agreement	The greater of \$300 or 1/4 of one percent (0.0025) of the estimated value of improvements	
Zoning Improvements Agreement – Extensions, Partial Reductions	\$600	
Request for Official Zoning Designation	\$0	

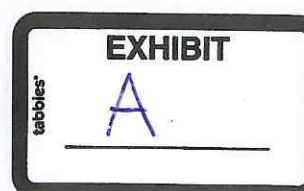
Notes

¹ A "unit" is described as a residential dwelling unit, residential lot, a commercial lot, a condominium, a townhouse, an individual recreational vehicle parking site or a mobile home "lot".

² Check Administrative Fee Schedule for Certified Mail cost

³ Applies where zoning regulations specify submittal requirements and notice/review provisions for natural resource related CUPs (not including CUP applications for oil & gas, which are covered under a separate fee). This category also applies to operations that mine sand and gravel or operations that mix concrete or batch asphalt. Please be advised that additional notice requirements may apply.

⁴ Fee applies to amendments that are not County initiated





Gallatin County Planning Department

SUBDIVISION APPLICATION FEE SCHEDULE Effective September XX, 2010			
Type of Application	Planning Department Fee	Certified Mail Fee ²	Fire Protection Review Fee
Pre-application Review – Major, Minor, Subsequent Minor	\$250		\$100
Preliminary Plat Review – Minor	\$400 + \$35 per unit ¹		\$300
Preliminary Plat Review – Major or Subsequent Minor	\$1,000 + \$35 per unit ¹	required	\$500 + \$10 per unit ¹
Final Plat Review – Minor	\$200		\$100
Final Plat Review – Major or Subsequent Minor	\$400 + \$12 per unit ¹		\$150
Variance – Subdivision (per variance)	\$350	required ³	
Waiver – Subdivision PUD (per waiver)	\$120		
Waiver from Flood Study/Flood Hazard Evaluation	\$350		
Review of Flood Study/Flood Hazard Evaluation	\$75/hour		
Extension of Preliminary Plat Approval	\$120		
Change of Preliminary Plat Conditions – Simple	\$250	required	\$200
Change of Preliminary Plat Conditions – Complex (primary access, phasing or bonding)	\$400	required	\$200
Correction/Amendment/Vacation of Recorded Plat (other than subsequent subdivision)	\$175	required	
Claim of Inaccurate or Incomplete Information (per the Administrative Provisions of the Gallatin County Subdivision Regulations)	\$350	required	
Impact Fee Reduction (waivers/independent fee calculations)	\$300		
Improvements Agreement	The greater of \$300 or one-quarter of one percent (0.0025%) of the estimated value of improvements		
Improvements Agreement – Extensions, Partial Reductions	\$600		
Application for Subdivision Exemption Claim	\$200		
Examination of Condominium Declaration	\$100		
Fire Protection Water Supply Testing (Payment Required at Final Plat⁴)			\$300 + \$10 per hydrant
Fire Sprinkler System Plan Review & Testing (Payment Required at Final Plat⁴)			\$200 per system

Notes

¹ A “unit” is described as a residential dwelling unit, residential lot, a commercial lot, a condominium, a townhouse, an individual recreational vehicle parking site or a mobile home “lot”.

² Consult the Planning Department’s Administrative Fee Schedule for Certified Mail costs

³ Certified Mail is not required for variances associated with first minor subdivisions

⁴ Fees for Fire Protection Water Supply Testing and Fire Sprinkler Plan Review & Testing are required only where the subdivider chooses to have a Fire District or Fire Service perform the required testing and/or review instead of contracting with a professional engineer.

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Gallatin County Planning Department

Effective September XX, 2010

FLOODPLAIN APPLICATION FEE SCHEDULE		Certified Mail ¹
Small-Scale Project	\$250	
Substantial Project	\$500	
Large-Scale Project	\$1000	
"After the Fact" Floodplain Application	2 x FP fee	
Extension to Floodplain Permit	\$50	
Floodplain Map Revision (LOMA or LOMR)	No Charge	
Variance / Appeal	\$500	required
Third Party Review	\$75/hour	

ADMINISTRATIVE FEES	
Request for Administrative Determination (zoning, subdivision, other)	\$100
Appeal of Administrative Determination	\$250
Traffic Impact Study (TIS) Peer Review	Fee to be determined at subdivision pre-application review or by council with Planning Department
Certified Mail	\$12 per address
Copies	\$0.25 per page

Notes

¹ Consult the Planning Department's Administrative Fee Schedule for Certified Mail costs

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GALLATIN COUNTY PLANNING DEPARTMENT DEVELOPMENT REVIEW FEE SCHEDULE

Effective August 1, 2008

ZONING	
Land Use Permit (LUP)	The greater of \$250 or 1/4 of one percent (0.0025) of the market value of construction, excluding land cost
LUP – Minor (structure ≤120 SF and w/o permanent foundation) (agricultural structure conforming to Ag Structure Policy)	\$50
LUP – After-the-Fact	2 x LUP fee
LUP – revisit the site fee	\$100
LUP – changes to approved LUP	\$50
LUP – Site Plan Review (Minor or Major)	\$250
LUP – Temporary Structure	\$50
Conditional Use Permit (CUP) – Major	\$650
CUP – Minor (guest house, caretaker's house, home occupation or community residential facility)	\$350
CUP – Oil and gas applications (effective 11/14/02)	\$15,000
Variance – Single family residence	\$450
Variance – Other than single family residence	\$650
Planned Unit Development (PUD) – Main Review (incl. but not limited to Big Sky Master PUD and Donut Preliminary)	The greater of \$1,200 or \$600 + \$12 per unit*
PUD – Pre- and Post-Reviews (including but not limited to Concept, Pre-Application and Final)	\$350
Zone Map Amendment (ZMA)	\$700 + \$120 to update map
Zone Text Amendment (ZTA)	\$650
Policy Map Amendment (PMA) (Master/development plans)	\$2,500 (for one change) \$5,000 (for two+ changes)
Policy Text Amendment (PTA) (Master/development plans)	\$5,000
Cluster Review (Gallatin Canyon/Big Sky Zoning District)	\$300
Sign Permit	\$60
Master Signage Plan	\$250
Zoning Improvements Agreement	The greater of \$300 or 1/4 of one percent (0.0025) of the estimated value of improvements
Zoning Improvements Agreement – Extensions, Partial Reductions	\$600

* A "unit" is described as a residential lot, a commercial lot, a condominium, a townhouse, an individual recreational vehicle parking site or a mobile home "lot".

PLANNING ADMINISTRATION FEES	
Request for Administrative Determination (zoning, subdivision, other)	\$100
Appeal of Administrative Determination	\$250
Request for Official Zoning Designation Determination	\$50
Traffic Impact Study (TIS) Peer Review	Fee to be determined at subdivision pre-application review or by council with Planning Department
Examination of Condominium Declaration	\$100
Certified Mail	\$12 per address

EXHIBIT

B

tabbles

SUBDIVISIONS	
Pre-application Review – Major, Minor, Subseq. Minor	\$250
Preliminary Plat Review – Minor	\$400 + \$35 per unit*
Preliminary Plat Review – Major or Subsequent Minor	\$1,000 + \$35 per unit*
Final Plat Review – Minor	\$200
Final Plat Review – Major or Subsequent Minor	\$400 + \$12 per unit*
Variance – Subdivision (per variance)	\$350
Waiver – Subdivision PUD (per waiver)	\$120
Extension of Preliminary Plat Approval	\$120
Change of Preliminary Plat Conditions – Simple	\$250
Change of Preliminary Plat Conditions – Complex (primary access, phasing or bonding)	\$400
Correction/Amendment/Vacation of Recorded Plat (other than subsequent subdivision)	\$175
Claim of Inaccurate or Incomplete Information (per the Administrative Provisions of the Gallatin County Subdivision Regulations)	\$350
Impact Fee Reduction (waivers/independent fee calculations)	\$300
Improvements Agreement	The greater of \$300 or one-quarter of one percent (0.0025) of the estimated value of improvements
Improvements Agreement – Extensions, Partial Reductions	\$600
Application for Subdivision Exemption Claim	\$200
FLOODPLAIN	
Small-Scale Project (covered by MOU between Gallatin Conservation District and Gallatin County) <i>MOU pending</i>	\$0
Small-Scale Project	\$250
Substantial Project	\$500
Large-Scale Project	\$1000
Third Party Review	\$75/hour
“After the Fact” Floodplain Application	2 x FP fee
Extension to Floodplain Permit	\$50
Floodplain Map Revision (LOMA or LOMR)	No Charge
Variance	\$500

FIRE PROTECTION REVIEW FEES	
Pre-application Review – Major, Minor, Subsequent Minor	\$100
Preliminary Plat Review – Minor	\$300
Preliminary Plat Review – Major or Subsequent Minor	\$500 + \$10 per unit**
Final Plat Review - Minor	\$100
Final Plat Review – Major or Subsequent Minor	\$150
Change of Preliminary Plat Conditions	\$200
Fire Protection Water Supply Testing (Payment Required at Final Plat)	\$300 + \$10 per hydrant
Fire Sprinkler System Plan Review & Testing (Payment Required at Final Plat)	\$200 per system

* A “unit” is described as a residential lot, a commercial lot, a condominium, a townhouse, an individual recreational vehicle parking site or a mobile home “lot.”